

**CITY OF BRYAN  
JOB DESCRIPTION – 2513**

<p><b>Working title:</b> SENIOR PLANNER <b>Career Ladder:</b> BUSINESS PROFESSIONAL      <b>Level:</b> 430-440 <b>Department:</b> PLANNING &amp; DEVELOPMENT SERVICES</p>
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**SUMMARY AND PRIMARY FUNCTION**

Under the general direction of the Planning & Development Services Director, position is responsible for professional planning work and leadership in the preparation and implementation of long-range planning efforts and serves as a planner for current development as needed.

**PRIMARY DUTIES**

Provides leadership as it relates to updating of the Comprehensive Plan; consultant selection; contract procurement; oversees public meetings; plan preparation; primary contact with consultant.

Monitors trends of development at the national, state and local levels and maintains data for future updates of the Comprehensive Plan and development related ordinances.

Provides leadership to the department as a case contact for key development projects.

Utilizes specialized software (Microstation, Adobe Products, Arcmap) in the preparation of maps for notification and graphic displays for public meetings.

Acts as staff liaison for boards, commissions and subcommittees.

Organizes and holds public hearings for staff presentation and to gather information to advise boards, commissions and subcommittees.

Other related duties as required.

**EDUCATION AND EXPERIENCE**

430 – BA/BS in planning or closely related field of study plus 4-6 years directly related experience or AA/AS plus 6-8 years; **or**

440 – MA/MS in planning or closely related field of study plus 2-4 years directly related experience or BA/BS in Planning or closely related field of study plus 6-8 years directly related experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles and practices of urban planning, zoning and community development including the ability to provide responsible supervision and management for the Downtown planning program.

Understanding of practices and principles of customer service, systems development, continued improvement, and staff development.

Thorough understanding of planning/building permit process.

Proficiency and knowledge of municipal zoning and other development related ordinances.

Understanding of planning methods and practices.

Ability to collect data, analyze it, and produce complete, accurate and logical reports.

Ability to manage projects.

Good written and verbal communication skills.

Good interpersonal and organizational skills.

Computer skills.

**SPECIAL REQUIREMENTS AND LICENSES**

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

Preferred: AICP Certification.

**EQUIPMENT**

Telephone, computer, automobile, fax, and blue-line machine.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.